

WHAT YOUR NON PROFIT EXPECTS OF YOU

To become familiar with and committed to the major RESPONSIBILITIES of a governing board ACTING AS A BOARD:

- a. to select the Executive Director
- b. to support the Executive Director
- c. to monitor and evaluate the Executive Director's performance
- d. To clarify the mission
- e. To approve and monitor long-range plans
- f. To approve and monitor the agency's programs
- g. To insure financial solvency
- h. To preserve institutional independence
- i. To enhance the public image
- j. To interpret the community to the agency
- k. To serve as a court of appeal
- l. To maintain the physical facilities
- m. To assess their own performance

To become familiar with and committed to the following RESPONSIBILITIES of the INDIVIDUAL TRUSTEE:

1. To support the agency's fund-raising efforts through personal giving in accordance with one's means (to both annual funds and capital drives), and to be willing to participate in the solicitation of others.
2. To devote time to learn how the agency functions -- its uniqueness, strengths and needs --its place in society, its ethos.
3. To prepare for, regularly attend, and actively participate in board meetings and committee assignments.
4. To accept and abide by the legal and fiscal responsibilities of the board as specified by the institutional charter, bylaws, and state statutes and regulations.
5. To refrain from asking any special favors or consideration of the Executive Director or staff.
6. To vote according to one's individual conviction; to challenge the judgment of others when necessary, yet be willing to support the majority decision of the board and work with colleague board members in a spirit of cooperation.
7. To maintain the confidential nature of board deliberations and to avoid acting as spokesperson for the board unless specifically authorized to do so.

8. To understand the role of the board as a policy-making body and to avoid participating in administration of policy (i.e., to recognize the difference between "responsibility" and "duty").
9. To learn and consistently to use designated agency channels when conducting board business (e.g., responding to staff grievances, responding to inquiries concerning the status of a presidential search, etc.)
10. To comply with conflict of interest policies developed by the board.
11. To refrain from actions and involvements that might prove embarrassing to the agency and to resign if such actions or involvements develop.
12. To make judgments always on the basis of what is best for the agency as a whole and for the advancement of its overall purposes rather than to serve special interests.
13. To abide by the legal and fiscal responsibilities of the trustees as specified by the agency's charter, bylaws and other laws and regulations.
14. To bring a sense of humor to the board table.